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To: Chief, ICAPS
VIA: Executive for Administration & Management
From: Chief, Management Branch, A & M
Subj: ICAPS' FILES

Date. 17 July 1947

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1. At your request [redacted] of the Management Branch has made a brief survey of the ICAPS' files. Attached is her report.

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2. Based on my personal knowledge of ICAPS' files and [redacted]'s comments, I believe that the ICAPS' files are not overly complex. As you are well aware, the greatest difficulty has been the lack of a responsible file clerk continuing on the specific job long enough to keep the files current and to adequately know the system.

3. Some minor improvements in the system might be made; however, the major problem is personnel rather than system.

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Atch.

cc Exec. for A & M